



Business Management

Teague High School | 2026-2027

Email: [leahjohnson@teagueisd.org]

Instructional Format: Traditional teacher-led instruction, including direct instruction, guided practice, class activities, collaborative work, writing, presentations, and in-class assignments.

Welcome to Business Management

This is a traditional classroom course. Students will participate in teacher-led lessons, take notes, complete assignments, work with classmates, use Google Suite tools, and demonstrate learning through assessments and projects.

Course Description and Purpose

Business Management explores the principles and practices used to organize, operate, and manage a business. Topics include:

- Foundations of business and management
- Organizational structures
- Human resources
- Marketing
- Finance and business operations
- Leadership and communication
- Entrepreneurship
- Business technology
- Data-driven decision-making
- Business ethics
- Global business
- Career preparation

The course connects classroom learning to workplace situations and helps students build communication, organization, problem-solving, collaboration, technology, and professional-readiness skills.

Course learning experiences support applicable Texas Career and Technical Education standards, including:

- **127.241.D.1.C:** Identify the types of business.
- **127.241.D.1.E:** Examine the organizational structure and functions of business.
- **127.243.D.1.B:** Contrast ethical, moral, and legal choices that relate to the decision-making process in business situations.
- **127.245.D.1:** Coordinate information management and business management to aid in business planning.
- **127.245.D.2.A:** Identify the management information requirements and business needs of an organization.
- **127.245.D.10.B:** Formulate and produce solutions to a variety of business problems such as budgets, payroll, inventory, invoices, balance sheets, profit-loss statements, and conversion of foreign currencies.

- **127.247.D.1.B:** Explain management functions, including planning, organizing, staffing, leading, and controlling.
 - **127.248.D.1.A:** Define global business.
 - **127.249.D.1.E:** Prepare a business plan, including an executive summary, mission statement, short- and long-term goals, marketing plan, financial plan, and organizational plan.
 - **127.249.D.1.F:** Examine global business considerations.
 - **127.259.D.3:** Understand and demonstrate the use of statistics in business areas, including accounting, economics, finance, management, and marketing.
 - **127.266.D.1.A:** Categorize business activities such as production, marketing, management, or finance.
 - **127.268.D.5.A:** Communicate effectively in a business management setting.
 - **127.276.D.11:** Understand the impact of leadership, human resources, and management on a start-up business.
 - **127.297.D.1.D:** Explain the organizational design of businesses.
 - **127.296.D.4:** Understand the professional, ethical, and legal responsibilities in business management.
 - **127.872.D.4.A:** Describe common business management principles.
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Course Goals

By the end of the course, students should be able to:

- Explain how businesses are organized, operated, and managed.
- Describe the major functions of management.
- Identify business ownership structures and organizational designs.
- Analyze basic marketing, finance, and operations decisions.
- Explain the role of human resources in an organization.
- Communicate professionally in written, verbal, and digital formats.
- Use Google Suite tools to complete business tasks.
- Organize and interpret business information and data.
- Make evidence-based business recommendations.

- Apply ethical, legal, and professional standards to business situations.
 - Explain global business considerations.
 - Develop and present a business plan.
 - Prepare career-readiness documents.
 - Demonstrate workplace skills such as punctuality, collaboration, responsibility, and problem-solving.
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Teacher Contact Information

Teacher: Leah Johnson

Email: [leahjohnson@teagueisd.org

](mailto:leahjohnson@teagueisd.org)**School:** Teague High School

Email is the preferred method of communication.

Messages are generally answered **within one school day during the week**. Response times may be longer during weekends, holidays, school breaks, testing periods, or other times when the teacher is away from regular duties.

Grading Policy

Category	Percentage
Tests, quizzes, and projects	35%
Daily grades	55%
Note-taking grades	10%
Total	100%

Tests, Quizzes, and Projects – 35%

This category may include:

- Unit tests
- Quizzes
- Presentations
- Business plans
- Simulations

- Data projects
- Major performance tasks
- Cumulative projects

These assignments are designed to measure students' understanding and application of course concepts.

Daily Grades — 55%

This category may include:

- Class activities
- Practice assignments
- Case studies
- Google Suite assignments
- Business documents
- In-class writing
- Group activities
- Participation in learning activities
- Guided practice
- Short formative assessments

Because no homework is assigned, students are expected to use class time responsibly and complete daily work during class.

Note-Taking Grades — 10%

Students will maintain a composition notebook that may include:

- Guided notes
- Vocabulary
- Examples
- Class activities
- Reflections
- Corrections
- Revisions

- Review materials

Notes should be organized, complete, and useful for studying and completing assignments.

Grade Scale

Unless Teague ISD policy states otherwise:

- **A:** 90–100
- **B:** 80–89
- **C:** 70–79
- **F:** Below 70

Teague ISD and Teague High School grading policies take precedence where applicable.

Required Supplies

Composition Notebook

The composition notebook will be used for:

- Guided notes
- Business vocabulary
- Examples
- Reflections
- Class activities
- Corrections
- Review materials

Students should bring the notebook to class each day.

Plug-In Earbuds

Students should have **plug-in earbuds** for approved instructional activities.

Bluetooth earbuds are not permitted under district policy.

Chromebooks

Chromebooks are available when needed but are not assigned to every student for continuous one-to-one use. Students should be prepared to share or use devices according to classroom procedures.

Course Timeline and Units

The course follows six six-week grading periods. Dates and pacing may be adjusted for testing, school activities, weather closures, student needs, or other district scheduling changes.

Unit	Dates	Focus Areas	Major Project or Assessment
1. Foundations of Business and Management Principles	August 12–September 18	Business types, ownership structures, stakeholders, management functions, business value	Business Profile Project
2. Organizational Structure and Human Resources	September 22–October 30	Organizational design, departments, hiring, training, evaluation, workplace professionalism	Hiring and Staffing Simulation
3. Marketing, Finance, and Business Operations	November 3–December 16	Marketing, target markets, budgeting, financial information, inventory, operations	Integrated Business Operations Project
4. Leadership, Communication, and Entrepreneurship	January 5–February 12	Leadership, teamwork, communication, opportunity recognition, risk, business ideas	Entrepreneurial Business Pitch
5. Business Technology and Data-Driven Decision Making	February 16–April 9	Google Suite, information management, spreadsheets, charts, surveys, data analysis	Business Data Dashboard Project
6. Business Ethics, Global Business, and Career Preparation	April 12–May 20	Ethics, legal and professional responsibilities, global business, resumes, interviews, business plans	Final Business Plan and Career-Readiness Portfolio

Weekly Expectations

A typical week may include:

- Direct instruction
- Guided notes
- Business vocabulary practice
- Class discussions
- Individual and collaborative activities
- Business cases and scenarios
- Google Suite assignments
- Short written responses
- Project work
- Formative assessments
- Reflection and revision

In-Class Work Requirements

Students are expected to:

- Begin work promptly.
- Bring required materials.
- Listen during direct instruction.
- Follow directions.
- Use class time productively.
- Complete assignments by the announced deadline.
- Ask for help when needed.
- Keep paper and digital materials organized.
- Submit work through the assigned platform.
- Complete all work during class time.

No homework is assigned. Students who do not use class time responsibly may need to use teacher-approved support time or another designated opportunity to complete unfinished work.

Writing Expectations

Students will write regularly in formats such as:

- Short responses
- Business memos
- Professional emails
- Case-study analyses
- Reflections
- Recommendations
- Project explanations
- Resume drafts
- Cover-letter drafts
- Ethical decision responses

Written work should demonstrate:

- Clear organization
- Complete thoughts
- Appropriate business vocabulary
- Evidence or examples when requested
- Professional tone
- Revision when assigned

Participation Expectations

Participation includes:

- Listening during instruction
- Taking notes
- Asking relevant questions
- Contributing appropriately
- Completing assigned responsibilities
- Collaborating respectfully
- Giving and receiving constructive feedback
- Presenting work professionally

- Supporting a productive classroom environment
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Classroom Rules and Expectations

Behavior Expectations

Students are expected to:

- Follow Teague High School and Teague ISD policies.
- Treat classmates, the teacher, visitors, and school property respectfully.
- Follow directions the first time.
- Use appropriate language and behavior.
- Remain on task.
- Keep hands, feet, and objects to themselves.
- Use classroom materials appropriately.
- Leave the classroom clean and organized.

Respect and Collaboration

Students should:

- Listen when others are speaking.
- Respect different ideas, backgrounds, and experiences.
- Share responsibilities during group work.
- Give constructive feedback.
- Resolve disagreements appropriately.
- Allow every group member an opportunity to contribute.
- Support classmates' learning.
- Maintain a professional attitude during discussions and presentations.

Punctuality and Attendance

Students should:

- Arrive on time with required materials.

- Be seated and ready to learn when class begins.
 - Remain in the assigned area unless permission is given to move.
 - Follow school attendance procedures.
 - Communicate with the teacher promptly after an absence.
 - Complete missed work according to school and district expectations.
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Technology Use Guidelines

Google Suite Tools

The class may use the following Google Suite tools:

- **Google Classroom:** Announcements, assignments, resources, and submissions
- **Google Docs:** Memos, reports, written responses, and business documents
- **Google Sheets:** Data organization, budgets, calculations, and business analysis
- **Google Slides:** Presentations and visual business proposals
- **Google Forms:** Surveys, data collection, and checks for understanding
- **Google Drive:** File storage and organization
- **Gmail:** Professional communication

Students are responsible for:

- Saving work in the correct location
- Using appropriate file names
- Submitting assignments through the required platform
- Protecting account information
- Using digital tools responsibly

Chromebook Procedures

When Chromebooks are available, students must:

- Use the assigned device appropriately.
- Handle equipment carefully.

- Use only approved websites and applications.
- Keep food and drinks away from devices.
- Stay on the assigned task.
- Log out of accounts when finished.
- Report damage or technical problems immediately.
- Return devices according to classroom procedures.

Cell Phones

Cell phone use must follow the **Teague ISD cell phone policy**.

Phones may not be used during class unless the teacher gives permission for an approved instructional purpose.

Earbuds

Only **plug-in earbuds** may be used for approved class activities.

Bluetooth earbuds are not permitted under district policy.

Students should remove earbuds when the teacher is giving directions or when participating in class discussion unless otherwise instructed.

Absence and Makeup Work Policy

Students who are absent should:

1. Check Google Classroom for missed announcements, resources, and assignments.
2. Review any notes or class materials provided by the teacher.
3. Ask the teacher about missed instruction, assessments, or project milestones.
4. Record the work that needs to be completed.
5. Complete makeup work according to Teague ISD and Teague High School policy.
6. Schedule a time to complete missed assessments when required.
7. Ask questions promptly if clarification is needed.
8. Submit completed makeup work through the assigned platform or method.

Makeup Work May Include

- Guided notes
- Class activities
- Written assignments
- Quizzes
- Tests
- Project work
- Presentations
- Google Suite assignments
- Reflections
- Technology-based activities

Timeline Expectations

Students are responsible for completing makeup work within the timeline established by Teague ISD and the teacher.

Because all work is completed during class, students may need to use:

- Available class time
- Advisory Period
- A scheduled reassessment period
- Another designated opportunity approved by the teacher

Students should communicate with the teacher as soon as possible after returning from an absence.

Academic Integrity Expectations

Students are expected to submit original work and represent their learning honestly.

Original Work

Students may not:

- Copy another student's work.

- Submit work completed by someone else.
- Use unauthorized answer keys.
- Misrepresent another person's ideas as their own.
- Submit the same work for multiple assignments without permission.
- Falsify business data or research.
- Allow another student to copy their work.

Plagiarism

Plagiarism is presenting another person's words, ideas, images, data, or work as your own without appropriate acknowledgment.

Academic-integrity concerns may result in:

- Reassessment
- Loss of credit
- Parent or guardian contact
- Assignment consequences
- Additional consequences according to Teague ISD policy

Collaboration Versus Cheating

Collaboration is encouraged when assigned. Appropriate collaboration may include:

- Discussing ideas
- Sharing strategies
- Giving feedback
- Dividing project responsibilities
- Asking questions
- Reviewing directions together

Students must still complete and submit their own work unless the assignment is specifically designated as a group product.

AI and Technology Use

Artificial-intelligence tools and other technology may be used only when the teacher permits them.

Students may be asked to:

- Identify when a tool was used.
- Verify information.
- Revise generated content.
- Demonstrate understanding independently.
- Cite sources or assistance when required.
- Explain their thinking or decision-making.

Using technology to replace learning, complete an assignment without permission, or misrepresent authorship is not acceptable.

Parent Communication

Preferred Contact Method

Email: leahjohnson@teagueisd.org

Messages are generally answered within **one school day during the week**.

When to Reach Out

Parents and guardians are encouraged to contact the teacher about:

- Questions regarding course expectations
- Concerns about student progress
- Extended absences
- Missing or incomplete work
- Technology concerns
- Student support needs
- Upcoming projects or assessments
- Questions about classroom procedures

Progress Monitoring

Parents and guardians can support student progress by:

- Reviewing grades through the district's approved system.

- Asking students about current units and projects.
 - Encouraging students to maintain their composition notebook.
 - Checking that students have required supplies.
 - Asking about class participation and use of class time.
 - Contacting the teacher early when concerns arise.
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Course Success Tips

Students are most successful when they:

- Bring a composition notebook and plug-in earbuds.
- Take organized notes every day.
- Use class time wisely.
- Read directions carefully.
- Ask questions before falling behind.
- Participate in discussions and activities.
- Review business vocabulary regularly.
- Keep Google Drive files organized.
- Save drafts and revise work.
- Meet project milestones.
- Communicate professionally.
- Contribute positively to group work.
- Treat classroom activities as preparation for the workplace.
- Take responsibility for completing work after an absence.
- Practice applying concepts to real-world business situations.